

Vacancy Announcement #00-298 MF/sp

LAW ENFORCEMENT CAREER DEVELOPMENT PROGRAM (LECDP) VACANCY ANNOUNCEMENT
(As revised: See ATF B.6200.1 or "General Information" below)

POSITION: Chief, National Integrated Ballistics Information Network (NIBIN) Branch
GS-1811-15
(Supervisory Criminal Investigator)

LOCATION: Bureau of Alcohol, Tobacco and Firearms
Assistant Director – Firearms, Explosives & Arson
Firearms Programs Division
NIBIN Branch
Washington, DC

SPECIAL NOTE: This position will fall under the Merit Promotion Board (MPB) and the selection process for competitive candidates will include an interview. See "SELECTION PROCEDURES" below for more information about this selection process. Also, please note the changes to the LECDP reflected in the "GENERAL INFORMATION" selection below or see ATF B.6200.1.

OPENING DATE: August 1, 2000

CLOSING DATE: August 28, 2000

**AREA OF
CONSIDERATION:** Bureau-wide

DUTIES: Directs the work of the NIBIN Program, an ATF-developed and managed automated ballistics system that gathers, analyzes and disseminates information regarding the movement and use of firearms with the goal of combating violent crime and terrorism worldwide. Responsible for the development and establishment of policies concerning, the overall objectives, goals, resource requirements and milestones for the NIBIN Program. Serves as principal advisor to the Assistant and Deputy Assistant Director (FEA) and the Chief, Firearms Programs Division. Serves as chief spokesperson both within and outside of the Bureau. Prepares and presents briefings and papers to the Bureau's Executive Staff, the Department of Treasury, other Federal, State, local and foreign agencies, law enforcement-related organization and the general public. Serves as a major contact with the firearms industry regarding ballistics imaging issues and concerns. Coordinates with management officials in the other branches and divisions within the Directorate and the Bureau and with officials of other Federal, State, local, and international law enforcement agencies, concerning the Branch's programs/projects. Meets with representatives of foreign governments to provide NIBIN services on typically sensitive or large-scale investigations, often involving international terrorism. Directs Branch employees responsible for analyzing and evaluating ballistics data as it pertains to firearms-related criminal and terrorist activity and patterns worldwide.

ELIGIBILITY REQUIREMENTS: Any GS-1811-14 employee who has one year in grade within 60 days of the closing date of this announcement is eligible for consideration. In addition, any GS/GM-1811-15 employee eligible for non-competitive reassignment as defined in ATF Order 2335.2E may apply.

QUALIFICATION REQUIREMENTS: Applicants must meet all qualifications, including time-in-grade requirements, within 60 days of the closing date of this announcement. Applicants must have one year of specialized experience equivalent to the next lower grade in the Federal service. Specialized experience is experience that is directly related to the position to be filled and which has equipped the candidate with the particular knowledge, skills and abilities to successfully perform the duties of the position.

EVALUATION METHODS: Applicants applying non-competitively are required to submit the same documents as those applying competitively. Submission of an ATF F 2335.2, Voluntary Application for Reassignment/Promotion Consideration, is no longer required and will not be sufficient to receive consideration for the position.

Applicants applying competitively will be evaluated and given points on relevant experience; training and self-development; Special Act or Service award considered relevant to the position being filled; performance appraisal; and the Supplemental Experience Statement. Points for the performance evaluation will be given on information provided in one of the following: (1) the most recent performance appraisal rating of record which is not the subject of a discrimination challenge, or (2) the three most recent performance appraisal ratings of record which are not the subject of a discrimination challenge. If you choose to submit your last three appraisals, they will be averaged to arrive at a single score.

The following factors in the Supplemental Experience Statement will be used as the basis for determining the best-qualified applicants.

SUPPLEMENTAL EXPERIENCE STATEMENT (KSAs)

Candidates must address KSAs themselves. Supervisors are no longer responsible for narratives.

On separate sheets of paper, describe your work experience, training and/or awards, volunteer experience or hobbies as they relate to each of the items listed below. Provide detailed evidence of each of the factors and show how and when they were used. Include clear, concise examples that show level of accomplishments and degree of responsibility. Include where and when you acquired the knowledge, skills and abilities.

1. Ability to supervise people and manage an office.
2. Ability to communicate orally in a concise, organized manner, and to supervise and coordinate briefings prepared and presented by others.
3. Ability to efficiently plan and organize the work of a group while adjusting to changing workloads, resources and priorities and to prioritize objectives through the delegation of authority.
4. Knowledge of program responsibilities of the Bureau, including the laws and regulations enforced, jurisdictional policies, and the interrelationships between various directorates.
5. Ability to prepare and review written communications.
6. Ability to perform complex studies and analytical assessments and make sound recommendations.

CONDITIONS OF EMPLOYMENT

- A pre-employment drug test is required.
- A pre-employment background investigation is required.
- Promotion potential: None
- Subject to a supervisory/managerial probationary period.

GENERAL INFORMATION:

1. Applications will not be returned to applicants.
2. The Personnel Division upon completion of the selection process will notify all applicants.
3. Applications must be received by the closing date of this announcement.
4. All applicants will be rated and ranked by a panel and must meet a minimum cut-off score to be considered for the Best-Qualified List.
5. The Best-Qualified List (BQL) will consist of the top five scoring applicants who meet the cut-off score and will be referred in alphabetical order. Additional candidates may be certified and forwarded to the selecting official if measurable distinctions cannot be made among the total number of candidates who meet the cut-off score.
6. ATF provides reasonable accommodations to applicants with disabilities on a case-by-case basis. If you need a reasonable accommodation for any part of the application and hiring process, please contact us at the phone number listed below.

HOW TO APPLY:

- A. Candidates may submit a Merit Promotion Application (ATF F 2335.31), OF-612, SF-171, or resume. The OF-612 may be obtained by contacting us at the address, telephone number or web-site listed below. The SF-171 is no longer available for distribution.

Your application **must** contain the following information:

1. Title, series, grade and vacancy announcement number for which you wish to be considered.
2. Full name, social security number and mailing address.
3. Daytime and evening telephone numbers
4. For experience most relevant to this position, include name of employer, dates of employment, job title, and grade (if applicable), start and end dates and a description of duties and responsibilities.
5. Average hours worked for each position if other than 40 hours per week.
6. Name, location and date of high school and college attended.
7. Type of degree, if any, date received, GPA, major/minor field of study.
8. Relevant training: course titles, dates, and number of hours and institutions.
9. Description of awards, honors, and special qualifications such as language, computer skills, typing speed and year received.

- B. Additional information/completed forms should be submitted, if checked:

- ☐ Written response to the Supplemental Experience Statement.
- ☐ Most recent performance appraisal of record (not subject to a discrimination challenge) OR the three most recent performance appraisal ratings of record (not subject to a subject discrimination challenge). **If you do not submit a performance appraisal, you WILL NOT receive credit for that portion of evaluation process.**
- ☐ Current/former Federal employees - SF-50 reflecting competitive status.
- ☐ Self-initiated training and self-development (courses, training sessions or seminars that are three or more days in length.) Provide month/year of class, title and length of class.

CTAP/ICTAP: Federal employees seeking CTAP/ICTAP eligibility must submit proof that they met the requirement of 5 CFR 330.605(a). This includes a copy of the agency notice and a copy of their most recent SF-50, noting current position, grade level and duty station. They must be rated well qualified for the position. To be well qualified for the position, applicants must meet the mid-level range of the crediting plan for all factors.

SELECTION PROCEDURES: All applicants for competitive consideration for GS-14/15 supervisory positions will be rated and ranked to establish a BQL and then be referred to the Merit Promotion Board (MPB) for interview and selection. All personnel working at Headquarters will be interviewed in person whenever practical. All non-headquarters personnel will be interviewed by phone until such time as funding/technology for video conferencing or budget for travel is available throughout the Bureau. If a candidate does not make him/herself available during the time the Board convenes, he/she will be considered to have voluntarily withdrawn from consideration. After the interviews, the MPB will make a consensus decision on a tentative Selecta. The tentative Selecta's name will be forwarded to the Office of Inspection, the Equal Opportunity Office, and the Employee and Labor Relations Branch to ensure that the tentative Selecta meets the Bureau's highest standards for new supervisors. The MPB may elect to not select for the position(s).

SEND COMPLETED APPLICATION TO:

Bureau of Alcohol, Tobacco and Firearms
Office of Management/Personnel Division
ATTN: Merit Promotion Branch, Room 4170
650 Massachusetts Avenue, NW
Washington, DC 20226

(202) 927-8610 main number (202) 927-8648 fax number (202) 927-7964 TDDY
You may also use web-site www.usa.jobs.opm.gov to find out about other job opportunities

AN EQUAL OPPORTUNITY EMPLOYER
ALL APPLICANTS WILL RECEIVE CONSIDERATION REGARDLESS OF RACE, COLOR, SEX, AGE,
NATIONAL ORIGIN, MARITAL STATUS, SEXUAL ORIENTATION, RELIGION OR ANY OTHER
NONMERIT REASONS.

APPLICANT RESPONSE FORM
(Complete and return this form with your application)

Bureau of Alcohol, Tobacco & Firearms (ATF) Vacancy Announcement: #00-298 MF/sp
Position Title, Series and Grade: Chief, National Integrated Ballistics Information Network (NIBIN)
Branch, GS-1811-15

(Supervisory Criminal Investigator)

Name and Address *(applicants, please complete)*

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The results of your application for consideration for this position are as follows:

___ Your name was referred to the selecting official; however you were not selected.

___ You met the basic qualifications for the position, but you were not on the best-qualified list.

___ You were selected for the position.

___ You were found to be ineligible/not qualified as indicated below:

() Lack general experience

() Lack required time in grade

() Lack specialized experience

() Lack education requirements

() Outside area of consideration

() Application received too late
for consideration

() Other

___ Recruitment under this announcement has been canceled.

Personnel Staffing Specialist

Date

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Your application has been received in the Bureau of Alcohol, Tobacco & Firearms, Office of Personnel.

Vacancy Announcement: #00-298 MF/sp

Position Title, Series and Grade: Chief, NIBIN Branch, GS-1811-15

(Supervisory Criminal Investigator)

The Personnel Division is unable to release specific information on job status.

Name and Address *(applicants, please complete)*

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